**Take Time Checklist**

*Get to know the person behind the name!*

*Verify existing information and try to add more!*

***Name of Individual:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Family Search ID#:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**View Your Relationship**

What is your relationship?

How many generations removed are you?

**Check Vital Information**

Does the birth and death info make sense,

when compared to other family members?

**Check to See if There are Duplicates**

If there are duplicates, check to see if they can be merged.

**Look at Record Hints and Sources**

Look at the actual images, if possible.

Is there at least one or two good sources indicating this

is a real person?

**Do Some Research! Here Are 4 ideas:**

1. Under “Search Records,” click on FamilySearch, Ancestry, or

another site.

1. Look for a headstone or death information on Findagrave.com

or Billiongraves.com.

1. Try searching for the person on Google!
2. Add a birth or death date or family member to the

person’s “Details” page.